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Operations

KEY PERSONNEL MONITORING



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This instruction gives guidance for establishing policy and assigns responsibilities for key personnel monitoring. It implements AFD 10-2 *Readiness*, AFI 10-205 *Availability of Major Command Commanders*, and AFI 10-205 AFSPC Sup 1 *Availability of Major Command Commanders*. It applies to all persons designated as “key personnel” by the 50 SW/CC.

SUMMARY OF REVISIONS

Removes references to 750 SG. Creates specific categories for key personnel and adds specific time availability requirements.

1. General Policy: Key personnel within the 50 SW are directly responsible for the efficient operations of the 50 SW at Schriever Air Force Base. Individuals identified in paragraph **2.** below are designated as key personnel by the 50 SW/CC. Positions are assigned to specific categories which drive specific compliance requirements.

2. Category Assignments:

2.1. Category 1: (5 minutes). 50 SW/CC

2.2. Category 2: (20 minutes)

2.2.1. 50 SW/CV

2.2.2. 50 OG/CC

2.2.3. 50 CG/CC

2.2.4. 50 SPTG/CC

2.2.5. 50SW/DS

2.3. Category 3: Battle Staff personnel

3. Responsibilities and Procedures:

3.1. The Wing Operations Center (WOC) will:

3.1.1. Maintain the status of the 50 SW/CC on a continual basis.

3.1.2. Submit a commander's non-availability report no later than 24 hours prior to departure of 50 SW/CC to HQ AFSPC and SPACEAF AOC. The WOC will contact 50 SW/CCE and obtain the following information for the report: dates of non-availability, reason for non-availability, and location of TDY/leave, reason for TDY, and name of successor.

3.1.3. Notify the 50 SW/CV, SPACEAF/AOC and AFSPC Command Center by voice for 50 SW/CC departure, change in itinerary and return.

3.1.4. Maintain status of all Category 2 personnel.

3.1.5. Initiate recall of category 3 personnel when requested by 50 SW/CC.

3.2. Category 1 personnel:

3.2.1. Report/update status to WOC immediately upon change of location relaying current information (i.e., available via home phone, mobile phone, office phone, or other means).

3.2.2. Ensure the WOC is notified upon departure for TDY/leave and return.

3.2.3. Be available within 5 minutes (IAW AFI 20-205 AFSPC Sup 1).

3.3. Category 2 personnel:

3.3.1. Ensure the WOC has the name, rank, duty phone, home phone, and cellular numbers of the Commander or designated alternate.

3.3.2. Notify the WOC when there is a change in responsibility from the Commander to alternate and vice versa. An alternate should be appointed when on leave, TDY, or out of contact with the WOC for extended periods of time (longer than two hours). The alternate complies with required reporting/time requirements until relieved.

3.3.3. Report/update status to WOC immediately upon change of location relaying current information (i.e., available via home phone, mobile phone, office phone, or other means).

3.3.4. Be available within 20 minutes.

3.4. Category 3 personnel:

3.4.1. Respond to Battle staff recall when initiated by the WOC.

3.4.2. Comply with requirements in 50 SWI 10-101.

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Commander